

RESTRICTED

RESTRICTED

7 August 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATION

25X1A

SATURDAY DUTY,

1. Memorandum dated 21 March 1946, as amended 9 May 1946,
subject: "Establishment of Saturday Duty Watches, [REDACTED]
[REDACTED], is rescinded.

25X1A

25X1A

2. Effective 10 August 1946, Saturday duty will be performed
by a duty officer and an assistant who will be detailed by
separate memoranda from time to time.

3. Saturday duty officers and their assistants will be on duty
from 0830 until 1700 on Saturdays. The place of duty will be
Room 2165, [REDACTED]. However, when the
Secretary to the Director is present, the duty officer and his
assistant may take station in any other office of CIG and will be
notified by the Secretary when it is again necessary to take
station in Room 2165.

25X1A

25X1A

4. The duty officer will accept delivery of classified and
unclassified material, accept visitors to any office of CIG,
answer all calls coming in to Room 2165, and will take such
initial steps as may be appropriate in any case. When he deems
it necessary, he will notify the proper person relative to urgent
matters so that action may be taken. The primary function of the
assistant to the duty officer will be to provide necessary
clerical and stenographic assistance.

5. The Assistant Directors of Offices, Chief, ICAP, and
Executives for Control, Operation and P&A will submit to the
Secretary to the Director not later than 1200 hours on the Friday
preceding the day of duty, a stand-by list of two individuals who
can be contacted, together with their home address and home

25X1A

Revised by [illegible] 22 Aug 46

RESTRICTED

telephone number. Where offices maintain a full-time duty officer on Saturdays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, one copy of CIG Administrative [REDACTED] one copy of CIG Security Regulations, a CONFIDENTIAL personnel roster, and necessary telephone directories. 25X1A

6. The assistant to the duty officer will report to the Secretary to the Director, Room 2165, at 1600 hours on the Friday preceding the day of duty in order to pick up the duty officer's book, to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Secretary to the Director by 1600 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [REDACTED] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [REDACTED] for purposes of work on Saturdays will notify the duty officer, who for security purposes, will list the arrivals and departures in the duty officer's book. 25X1A 25X1A

9. Classified material will be placed in the duty officer's personal safe at 1700 hours on Saturday and turned over to Central Records for distribution by 0845 the following Monday.

10. All civilian personnel who are detailed for Saturday duty will be given compensatory time off or will be paid overtime as elected by the individual concerned. [REDACTED] 25X1A

Colonel, CAC
Executive for Personnel
and Administration

ILLEGIB

X

8/9 Asst. Director, ORE

X

Secretary to the Director

25X1A

C.I.G. Administrative

x

1. ORE will operate a skeleton staff from 0830 to approximately 1200 on subject date and a number of individuals competent to represent the Asst. Director for R & E can be reached on Executive 6100 extension 2831.

25X1A

2. From 1200 hours, the following are designated as stand-by duty officers and may be reached as indicated:

25X1A

FOR THE ASST. DIRECTOR FOR RESEARCH AND EVALUATION:

Acting Executive

RESTRICTED7 August 1946COPY NO. 25X1ACENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE

25X1A

SATURDAY DUTY,

25X1A

1. Memorandum dated 21 March 1946, as amended 9 May 1946, subject, "Establishment of Saturday Duty Watches, [REDACTED] is rescinded. 25X1A

2. Effective 10 August 1946, Saturday duty will be performed by the *duty officer and an assistant who will be designated by individuals as indicated in Tab A, attached.*

3. Saturday duty officers and their assistants will be on duty from 0830 until 1700 on Saturdays. The place of duty will be Room 2165, [REDACTED] However, when *the Secretary to the Director* and his assistant are present, the duty officer may take station in any other office of CIG and will be notified by the Secretary when it is again necessary to take station in Room 2165. 25X1A 25X1A

4. The duty officer will accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 2165, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.

5. The *of officer's* Acting Chief, ICAP, Assistant Directors ~~for Collection and Dissemination~~, and Executives for Control, Operation and P&A will submit to the *Sec to the Director* Secretariat not later than 1200 hours on the Friday preceding the day of duty, a stand-by list of two individuals who can be contacted, together with their home address and home telephone number. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, one copy of C.I.G. Administrative Order [REDACTED] one copy of C.I.G. Security Regulations, a Confidential personnel roster, and necessary phone directories. 25X1A

6. The assistant to the duty officer will report to the Secretary at 1600 *with Director's Rm 2165*

where officers maintain a full-time duty officer's book on Saturdays
may be submitted in lieu of the above.

hours on the Friday preceding the day of duty in order to pick up the duty officer's book, to be briefed relative to the use of ^{telephones} ~~phones~~ and to receive any special instructions relative to the Director's Office.

^{Duty officers and assistants}
7. ~~Personnel~~ are authorized to exchange tours of duty with other ^{appropriate} ~~members~~ ^{personnel}.

however, responsibility rests with the individual detailed to report to the ^{to the Director} ~~Secretary~~ the name of the person relieving him. ^{on Friday preceding the day of duty}

8. The duty officer will make a thorough security check at 1700 hours of ^{in the New York City} all offices that have been opened during the day in compliance with paragraph 10, Security Regulations, C.I.G. Any person who enters his office ^{in the} ~~office~~ of work on Saturdays will notify the duty officer, who, for security purposes, will list the arrivals and departures in the duty officer's book.

9. Classified material will be placed in the duty officer's personal safe at 1700 hours on Saturday and turned over to Central Records for distribution by 0845 the following Monday.

10. All civilian personnel who ^{are detailed for} ~~draw~~ Saturday duty will be given compensatory time off, ^{or normally} ~~or paid overtime as decided by the director of each office.~~ ^{when}

^{the survey of the individual concerned}

[REDACTED]

*Exemption for Personnel and Administration
by the office or Staff Section concerned
for discussion as to whether or not
overtime may be paid.*

RESTRICTED

7 August 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE [REDACTED]

25X1A

SATURDAY DUTY, [REDACTED]

25X1A

1. Memorandum dated 21 March 1946, as amended 9 May 1946, subject: "Establishment of Saturday Duty Watches, [REDACTED] [REDACTED] is rescinded. 25X1A

2. Effective 10 August 1946, Saturday duty will be performed by a duty officer and an assistant who will be detailed by separate memoranda from time to time.

3. Saturday duty officers and their assistants will be on duty from 0830 until 1700 on Saturdays. The place of duty will be Room 2165, [REDACTED] However, when the Secretary to the Director is present, the duty officer and his assistant may take station in any other office of CIG and will be notified by the Secretary when it is again necessary to take station in Room 2165. 25X1A

4. The duty officer will accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 2165, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.

5. The Assistant Directors of Offices, Chief, ICAP, and Executives for Control, Operation and P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding the day of duty, a stand-by list of two individuals who can be contacted, together with their home address and home

RESTRICTED

telephone number. Where offices maintain a full-time duty officer on Saturdays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, one copy of CIG Administrative [REDACTED] one copy of CIG Security Regulations, a CONFIDENTIAL personnel roster, and necessary telephone directories. 25X1A

6. The assistant to the duty officer will report to the Secretary to the Director, Room 2165, at 1600 hours on the Friday preceding the day of duty in order to pick up the duty officer's book, to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Secretary to the Director by 1600 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [REDACTED] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [REDACTED] for purposes of work on Saturdays will notify the duty officer, who for security purposes, will list the arrivals and departures in the duty officer's book. 25X1A 25X1A

9. Classified material will be placed in the duty officer's personal safe at 1700 hours on Saturday and turned over to Central Records for distribution by 0845 the following Monday.

10. All civilian personnel who are detailed for Saturday duty will be given compensatory time off or will be paid overtime as elected by the individual concerned. [REDACTED] 25X1A

Colonel, CAC
Executive for Personnel
and Administration

RESTRICTED

7 August 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATION

SATURDAY DUTY, [REDACTED]

[REDACTED]
ILLEGIB
25X1A

1. Memorandum dated 21 March 1946, as amended 9 May 1946,
subject: "Establishment of Saturday Duty Watches, [REDACTED]
[REDACTED] is rescinded.

25X1A

25X1A

2. Effective 10 August 1946, Saturday duty will be performed
by a duty officer and an assistant who will be detailed by
separate memoranda from time to time.

3. Saturday duty officers and their assistants will be on duty
from 0830 until 1700 on Saturdays. The place of duty will be
Room 2165, [REDACTED] However, when the
Secretary to the Director is present, the duty officer and his
assistant may take station in any other office of CIG and will be
notified by the Secretary when it is again necessary to take
station in Room 2165.

25X1A

4. The duty officer will accept delivery of classified and
unclassified material, accept visitors to any office of CIG,
answer all calls coming in to Room 2165, and will take such
initial steps as may be appropriate in any case. When he deems
it necessary, he will notify the proper person relative to urgent
matters so that action may be taken. The primary function of the
assistant to the duty officer will be to provide necessary
clerical and stenographic assistance.

5. The Assistant Directors of Offices, Chief, ICAP, and
Executives for Control, Operations and P&A will submit to the
Secretary to the Director not later than 1200 hours on the Friday
preceding the day of duty, a stand-by list of two individuals who
can be contacted, together with their home address and home

- 2 -

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED ARE NOT
EFFECTIVE AFTER 1, JULY, 1947

RESTRICTED

telephone number. Where offices maintain a full-time duty officer on Saturdays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, one copy of CIG Administrative [REDACTED] one copy of CIG Security Regulations, a CONFIDENTIAL personnel roster, and necessary telephone directories.

25X1A

6. The assistant to the duty officer will report to the Secretary to the Director, Room 2165, at 1600 hours on the Friday preceding the day of duty in order to pick up the duty officer's book, to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Secretary to the Director by 1600 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [REDACTED] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [REDACTED] for purposes of work on Saturdays will notify the duty officer, who for security purposes, will list the arrivals and departures in the duty officer's book.

25X1A

25X1A

9. Classified material will be placed in the duty officer's personal safe at 1700 hours on Saturday and turned over to Central Records for distribution by 0845 the following Monday.

10. All civilian personnel who are detailed for Saturday duty will be given compensatory time off or will be paid overtime as elected by the individual concerned.

25X1A

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration